

APPENDICES

THE MAINE MODEL FOR IDENTIFYING HIGHLY QUALIFIED TEACHERS



Maine State Board of Education

Resolution

Adopted: March 10, 2004

WHEREAS, the Maine State Board of Education has authority to establish rules for teacher certification and is committed to enhancing teacher quality in Maine; and

WHEREAS, federal *law* requires implementation of (1) a process by which currently certified teachers can meet the federal “highly qualified” requirement and, (2) for those who do not meet such requirements, implementation of an alternative process by which teachers can demonstrate their subject area competence; and

WHEREAS, the attached *Maine Definition of “Highly Qualified” Teacher* explains who is considered to be “highly qualified” under federal mandates; and

WHEREAS, the Maine State Board of Education wishes to acknowledge the service of its many highly qualified teachers and other school personnel who are dedicated to the education of Maine students,

THEREFORE, BE IT RESOLVED that the Maine State Board of Education approves the Maine Model and confirms that this Maine Model includes the development of a “high objective uniform state standard of evaluation” to be operational not later than August 31, 2006.

NCLB Highly Qualified Teachers and Paraprofessionals Regional Info Meeting Schedule

The Maine Department of Education in cooperation with the Maine School Superintendents' Association, the Maine Education Association, and the University of Maine System Regional Teacher Development Centers held regional meetings on the topic of the NCLB Highly Qualified Teacher and Paraprofessional Requirements. One meeting was held in each of the nine Superintendents' Regions.

Mid Coast Region
Belfast

– April 26, 2004, Hutchinson Center

York County
Sanford

– April 27, 2004, Sanford High School Cafeteria

Washington County
University of Maine Machias

– April 29, 2004, Science Building 102

Aroostook County
University of Maine Presque Isle

– May 3, 2004, Weiden Auditorium

Kennebec Valley Region
University of Maine Augusta

– May 4, 2004, Jewett Hall Auditorium

Western Maine Region
University of Maine Farmington

– May 5, 2004, Thomas Auditorium

Penquis Region
MSAD # 48, Newport

– May 6, 2004, Nokomis High School Cafeteria

Cumberland County
University of Southern Maine

– May 10, 2004, 10 Bailey Hall

Hancock County
Bucksport Schools

– May 13, 2004, Bucksport Middle School Auditorium

95th Annual
Superintendent's Conference
Bar Harbor, Maine

– June 26, 2006, Harborside Hotel

Time Line

April 2004-May 2004	LEAs Orient Staff to NCLB
April 2004-May 2004	Maine D.O.E. Conducts Regional Information Meetings
April 2004-June 2004	LEAs Identify Highly Qualified Teachers
June 30, 2004	LEAs Report Baseline Data to Maine D.O.E.
September 1, 2004	Maine D.O.E. Reports Data and Plan to U.S.D.O.E.
September 2004-October 2004 (and annually)	LEAs Issue Title I Parent Notice
Fall 2004 (and annually)	LEAs Report Data to Maine D.O.E.
Annually	Maine D.O.E. Reports Data and Updated Plan to U.S.D.O.E.
January 8, 2006	All Title I Paraprofessionals are Highly Qualified
June 7, 2006	<i>Superintendent's Informational Letter # 152, dated June 7, 2006: "Revised Requirements for Highly Qualified Teacher Identification and Use of the HOUSSE Rubric"</i>
August 31, 2006	All Teachers, both Title I and Non-Title I, are Highly Qualified
August 31, 2007	All Teachers in Rural Districts, both Title I and Non-Title I, are Highly Qualified

Resources

HOW CAN I LEARN MORE?

More information on the new law and teacher quality is located at:

<http://www.ed.gov/teachers/nclbguide/index2.html>

<http://www.ed.gov/programs/teacherqual/guidance.doc>

<http://www.ed.gov/admins/landing.jhtml?src=pn>

<http://www.ed.gov/nclb/>

<http://www.ed.gov/about/offices/list/oese/legislation.html>

A Parent's Guide to No Child Left Behind is located at:

<http://www.ed.gov/parents/academic/involve/nclbguide/parentsguide.html>

**Highly Qualified
Teacher
Identification
Form 1**



**For Teachers of Elementary Education
and Elementary Special Education (Self-Contained)**

Name: _____

School District: _____ School Building: _____

Title of Teaching Certificate: _____

Directions: Complete this form for the teaching assignment you have this year.

Content Teaching Assignment:

☐ Elementary Generalist

☐ Special Education

Grade Level Assignment:

☐ Elementary (specify grades): _____

☐ Elementary Special Education (specify grades): _____

☐ Grade 7-12 (Special Education)

**Did you pass the Praxis II
Elementary Content Test? ***

☐ YES

☐ NO

☐ Check here if you answered **YES** to the question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your records.**

☐ Check here if you answered **NO** to the question. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 152, dated June 7, 2006 and page 31 this document), advance to the Maine HOUSSE Standard: Content Knowledge Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to the HOUSSE Rubric***

Highly Qualified Teacher Identification Form 2



For Teachers of Middle/Secondary and Middle/Secondary Special Education (Departmentalized)

Name: _____

School District: _____ School Building: _____

Title of Teaching Certificate: _____

Directions: Complete this form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment).

Content Teaching Assignment (check ONE content area assignment per form):

- ☐ **Language Arts** (English, Reading, Language Arts) ☐ **Mathematics**
- ☐ **Social Studies:** History, Civics/Government, Geography, Economics (includes all)
- ☐ **History** ☐ **Civics/Government** ☐ **Geography** ☐ **Economics**
- Science:** ☐ **General Science** ☐ **Life Science** ☐ **Physical Science**
- Grade Level Assignment:** ☐ **Special Education** ☐ **Middle (6-8)** ☐ **Secondary (9-12)**

Do you have an undergraduate major in this content?	Do you have 24 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?	Did you pass the Praxis II test in this content?*
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

- ☐ Check here if you answered **YES** for **ANY** question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a "Highly Qualified Teacher for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official and return all forms and documentation to your building principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your record.**
- ☐ Check here if you answered **NO** for **ALL** questions above. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 152, dated June 7, 2006 and page 31 this document), advance to the Maine HOUSSE Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to HOUSSE Rubric #2***

Highly Qualified Teacher Identification Form 3



For Teachers of K-12 Content Area, Visual and Performing Arts Foreign Language, ESL, Bilingual, and Alternative Education

Name: _____

School District: _____ School Building: _____

Title of Teaching Certificate: _____

Directions: Complete this form for **each** teaching assignment you have this year (multiple sections of the same course count as one assignment).

Content Teaching Assignment (check ONE content area assignment per form):

- ☐ **Language Arts** (English, Reading, Language Arts) ☐ **Mathematics**
- ☐ **Visual and Performing Arts** ☐ **Foreign/World Languages (specify):** _____
- ☐ **Social Studies:** History, Civics/Government, Geography, Economics (includes all)
- ☐ **History** ☐ **Civics/Government** ☐ **Geography** ☐ **Economics**
- Science:** ☐ **General Science** ☐ **Life Science** ☐ **Physical Science**
- Grade Level Assignment:** ☐ **Elementary** ☐ **Middle (6-8)** ☐ **Secondary (9-12)**

Do you have an undergraduate major in this content?	Do you have 24 college credits in this content?	Do you have a graduate degree in this content?	Are you a National Board Certified teacher in this content?	Did you pass the Praxis II Content test or the ACTFL Oral Proficiency Interview in this content?*
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Elementary Specialists must pass PRAXIS II; Elementary Content exam if teaching core content.*

- ☐ Check here if you answered **YES** for **ANY** question above. If you have at least a bachelor's degree and "full" state certification and endorsement, you satisfy the definition of a "Highly Qualified Teacher" for this content area assignment. Attach appropriate documentation to verify your status. Complete any additional forms needed for other assignments you have or certificates you hold. Sign the Statement of Assurance Form and the Verification Form with your principal or designated district "HQT" official and return all forms and documentation to your building principal or designated district "HQT" official. **Maintain copies of all forms and documentation for your record.**
- ☐ Check here if you answered **NO** for **ALL** questions above. *If you meet the eligibility criteria for use of the HOUSSE Rubric (See Superintendent's Informational Letter # 152, dated June 7, 2006 and page 31 this document), advance to the Maine HOUSSE Rubric to determine whether you satisfy the definition of a Highly Qualified Teacher under the Maine HOUSSE Standard for this content area assignment. **Attach this form to HOUSSE Rubric #3.***

Highly Qualified Teacher Statement of Assurance Title I



For Teachers in Title I Schools and Programs

Teacher's Name: _____

School District: _____ School Building: _____

Certification(s) Held:

- | | |
|--|--|
| <input type="checkbox"/> Elementary Education | <input type="checkbox"/> Teacher of ESL |
| <input type="checkbox"/> Middle (Content Area(s): _____) | <input type="checkbox"/> Teacher of Bilingual |
| <input type="checkbox"/> Secondary (Content Area(s): _____) | <input type="checkbox"/> Teacher of Alternative Education |
| <input type="checkbox"/> K-12 (Content Area(s): _____) | <input type="checkbox"/> Teacher of Special Education |
| <input type="checkbox"/> Emergency Certified (Not eligible to become Highly Qualified until full certification is acquired): | |
| <input type="checkbox"/> Conditional | <input type="checkbox"/> Targeted Need <input type="checkbox"/> Waiver |

1. According to the attached **Maine Highly Qualified Teacher Identification Form(s)**, I have satisfied the federal definition of a Highly Qualified Teacher for any teaching assignment(s).

- | | |
|---|--|
| <input type="checkbox"/> Elementary Generalist | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics) | <input type="checkbox"/> Foreign Language (specify): _____ |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts) | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical | |

2. According to the attached **Maine HOUSSE Standard: Content Knowledge Rubric(s)**, upon determining I am **eligible for its use** (See Superintendent's Informational Letter # 152, dated June 7, 2006 and page 31 this document), I have satisfied the definition of a Highly Qualified Teacher for my teaching assignments in content area(s). (Check ALL that apply).

- | | |
|---|--|
| <input type="checkbox"/> Mathematics | |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics) | <input type="checkbox"/> Foreign Language (specify): _____ |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts) | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical | |

According to federal requirements, teachers of core academic subjects who were hired after the first day of the 2002-2003 school year and who are teaching in programs supported with Title I funds (school-wide or targeted assistance) must be "Highly Qualified" at the time of hire.

I assure that the information presented on this and all attached forms is complete and accurate.

Signature of Teacher: _____ Date: _____

Signature of School Official: _____ Date: _____

Highly Qualified Teacher Statement of Assurance Non-Title 1



For Teachers in Non-Title I Schools or Programs

Teacher's Name: _____

School District: _____ School Building: _____

Certification(s) Held:

- | | |
|--|---|
| <input type="checkbox"/> Elementary Education | <input type="checkbox"/> Teacher of ESL |
| <input type="checkbox"/> Middle (Content Area(s): _____) | <input type="checkbox"/> Teacher of Bilingual |
| <input type="checkbox"/> Secondary (Content Area(s): _____) | <input type="checkbox"/> Teacher of Alternative Education |
| <input type="checkbox"/> K-12 (Content Area(s): _____) | <input type="checkbox"/> Teacher of Special Education |
| <input type="checkbox"/> Emergency Certified (Not eligible to become Highly Qualified until full certification is acquired): | |
| <input type="checkbox"/> Conditional | <input type="checkbox"/> Transitional |
| <input type="checkbox"/> Targeted Need | <input type="checkbox"/> Waiver |

1. According to the attached **Maine Highly Qualified Teacher Identification Form(s)**, I have satisfied the federal definition of a Highly Qualified Teacher for any teaching assignment(s).

- | | |
|---|--|
| <input type="checkbox"/> Elementary Generalist | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics) | <input type="checkbox"/> Foreign Language (specify): _____ |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts) | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical | |

2. According to the attached **Maine HOUSSE Standard: Content Knowledge Rubric(s)**, upon determining I am **eligible for its use** (See Superintendent's Informational Letter # 152, dated June 7, 2006 and page 31 this document), I have satisfied the definition of a Highly Qualified Teacher for my teaching assignments in content area(s). (Check ALL that apply).

- | | |
|---|--|
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Foreign Language (specify): _____ |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics) | |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts) | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical | |

3. According to the attached **Maine HOUSSE Standard: Content Rubric(s)**, I DO NOT YET satisfy the definition of a Highly Qualified Teacher for my teaching assignment(s). (Check ALL that apply)

- | | |
|---|--|
| <input type="checkbox"/> Elementary Generalist | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Social Studies (Includes all: Civics/Government, History, Geography, Economics) | <input type="checkbox"/> Foreign Language (specify): _____ |
| <input type="checkbox"/> Economics <input type="checkbox"/> History <input type="checkbox"/> Civics/Government <input type="checkbox"/> Geography | |
| <input type="checkbox"/> Language Arts (English, Reading, & Language Arts) | <input type="checkbox"/> Visual & Performing Arts (specify): _____ |
| <input type="checkbox"/> Science (specify) <input type="checkbox"/> General <input type="checkbox"/> Life <input type="checkbox"/> Physical | |

- ☐ I have attached my Action Statement for satisfying the federal definition of a Highly Qualified Teacher.

I assure that the information presented on this and all attached forms is complete and accurate.

Signature of Teacher: _____ Date: _____

Signature of School Official: _____ Date: _____

Maine Highly Qualified Teacher Action Statement



I understand that I have not yet met the definition of a “highly qualified” teacher for my current teaching assignment(s).

Assignment(s) _____

Options I will pursue:

Option #1	Specific activity to be undertaken	Timeline
a. Take appropriate Praxis II Exam		
b. Take additional coursework to achieve 24 credits		
c. Complete a masters degree in the content area		
d. Achieve National Board Certification		
Option #2		
Continue work through the appropriate HOUSSE, if eligible for its use:		
a. Planned coursework		
b. Participate in professional development activities		
c. Participate in service to the content area		
d. Achieve awards, recognition and engage in scholarship		

Teacher Signature _____ Date _____

HQT Official _____ Date _____

Highly Qualified Teacher Plan to Become a Fully Certified Teacher



I understand that I am not eligible to meet the definition of a ‘Highly Qualified’ teacher because I do not hold full teacher certification (provisional, professional or master level) in the state of Maine. Once I acquire full certification, I will be eligible to satisfy the “Highly Qualified” Teacher definition. I currently hold a:

- ☐ Targeted Need certificate
 ☐ Transitional certificate
- ☐ Conditional certificate
 ☐ Waiver

My plan to acquire full certification follows:

Moving from current certificate to :	Specific action to be undertaken	Timeline

Signature: _____ Date: _____
Teacher

Signature: _____ Date: _____
HQ Official

**Highly Qualified
Teacher
Verification
Form**



Name: (print) _____ SS# _____

School District: _____

School: _____

School Address: _____

School Telephone: _____

I hereby verify that I have satisfied the federal definition of “Highly Qualified” teacher for the following core academic subjects I am assigned to teach.

Assignment(s):

Subject _____ Grade _____

Subject _____ Grade _____

Subject _____ Grade _____

Subject _____ Grade _____

I, assure _____ **that**

Name of School District

the attached information is correct and accurate.

(Attach all NCLB “Highly Qualified” Forms, Plans and Supporting Documentation)

Teacher (print name) _____ Date _____

Teacher signature _____

"HQT" official (print name) _____ Date _____

"HQT" official signature _____

INFORMATIONAL LETTER: 152
POLICY CODE: GCFC/GDA

TO: Superintendents of Schools and School Principals

FROM: Susan A. Gendron, Commissioner

DATE: June 7, 2006

RE: **PRIORITY: HIGHLY QUALIFIED TEACHER REQUIREMENTS**

Revised Requirements for Highly Qualified Teacher Identification and Use of the HOUSSE Rubric

Please be advised that Local Education Agencies (LEAs) responsible for determining veteran teachers' Highly Qualified status after August 31, 2006 may be subject to new rules as to the use of the HOUSSE Rubric. At present, in order to be considered Highly Qualified, a veteran teacher must demonstrate content area competency by:

1. Holding a Bachelor's degree or higher; and
2. Holding full Maine State Teaching Certification (Provisional, Professional, or Master); and
3. Having a major, or coursework equivalent to a major (24 semester hours), from an accredited four-year college(s) or university in the assigned core content area; or holding an advanced degree in that content area; or holding National Board Certification in that content area; or having passed the PRAXIS II in that content area; or having achieved 100 points in at least 3 columns, on Maine's HOUSSE Rubric in that content area.

Recent guidance from the United States Department of Education indicates that the use of the HOUSSE may be curtailed after this year. **LEAs may want to apply the HOUSSE procedure, before August 31, 2006, to all veteran teachers who have not yet demonstrated Highly Qualified status and are eligible for the HOUSSE, or are anticipated to transfer teaching assignment into another content area in which they do not meet the other criteria listed in # 3 above.** The reasons for this are detailed in the remainder of this letter.

We are advising that ***all veteran teachers*** (teachers with at least one year of teaching experience) to use HOUSSE to determine their highly qualified status in all possible core academic subjects. Once HOUSSE is phased out for veteran teachers, the only means of demonstrating highly qualified status in a subject will be to: 1) pass the PRAXIS II; 2) earn a major, or 24 credits in the subject or; 3) earn an advanced degree in a subject or an advanced certificate in a subject.

Deputy Secretary of Education Henry L. Johnson recently announced that the use of the HOUSSE Rubric for veteran teachers, except in certain situations, should be completed by the end of the 2005-06 school year, to achieve conformity with the deadline by which teachers of core subjects must be highly qualified. I have designated August 31, 2006 as the official end of Maine's 2005-2006 school year.

After August 31, 2006, according to this new guidance from the United States Department of Education, the allowed uses of HOUSSE procedures will be as follows for teachers hired after the end of the 2005-06 school year:

- secondary school teachers teaching multiple subjects in eligible rural schools (who, if highly qualified in at least one subject at the time of hire, may use HOUSSE to demonstrate competence in additional subjects within three years); and
- those special education teachers teaching multiple subjects (who, if they are new to the profession and highly qualified in language arts, mathematics, or science at the time of hire, may use HOUSSE to demonstrate competence in additional subjects within two years); and
- teachers who come to the United States from other countries to teach on a temporary basis will also be eligible to use HOUSSE.

All other new hires are required to demonstrate competency by meeting the 3 listed criteria in the first paragraph on page one of this letter, excluding the HOUSSE procedures.

Teachers currently qualified under HOUSSE procedures (i.e. having demonstrated content competency through use of the HOUSSE prior to this end of the current school year) should continue to be counted as Highly Qualified for that content area. Teachers operating under a "Teacher Action Statement," working toward Highly Qualified status, may continue to do so, and be reported as not Highly Qualified. At present, as has been the case in the past, there are no legally required employment consequences for not being Highly Qualified, there are only reporting requirements to parents, and to the State, in the yearly Highly Qualified Teacher data collection process.

If you have questions, or if we can assist you further, please contact Daniel J. Conley, at 207-624-6639, or by e-mail to dan.conley@maine.gov.